

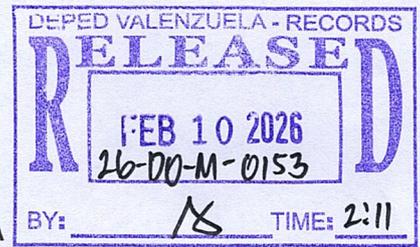


DepEd ICT Unit

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Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF CITY OF VALENZUELA



**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM

No. 0147, s. 2026

TO: OIC – Assistant Schools Division Superintendent
Public Schools District Supervisors
Public Elementary and Secondary School Heads
ICT Unit Head
School ICT Coordinators
All Others Concerned

ESTABLISHMENT OF OFFICIAL SCHOOL WEBSITE, ENHANCEMENT OF ONLINE SERVICES, AND COMPLIANCE WITH TRANSPARENCY SEAL REQUIREMENTS

1. In line with the Department of Education’s commitment to digital transformation, enhanced public service delivery, and strengthened transparency and accountability in governance, this Office hereby directs all concerned to establish and continuously enhance the official school website and related online service platforms.
2. Refer to the Guidelines on the Creation of School Website, Maintenance, & Accountable Officers.
3. Expenses incurred relative to the development, hosting, maintenance, and improvement of the school website shall be charged against the School Maintenance and Other Operating Expenses (MOOE), subject to the usual government accounting and auditing rules and regulations.
4. For technical assistance, coordination, and related concerns, schools may contact **Mr. Noel E. Reyes**, Information Technology Officer I, via email at noel.reyes004@deped.gov.ph.
5. Immediate dissemination of this Memorandum is hereby directed.

NOEL D. BAGANO
Schools Division Superintendent

Encl.: ds stated

Reference:

To be indicated in the Perpetual Index
under the following subjects:d

Ease of Doing Business

DepEd QMS

NER/ ESTABLISHMENT OF OFFICIAL SCHOOL WEBSITE, ENHANCEMENT OF ONLINE SERVICES, AND COMPLIANCE WITH TRANSPARENCY SEAL REQUIREMENTS/ Feb. 10, 2026

ANNEX ‘A’



Address: Pio Valenzuela St., Marulas, Valenzuela City
Telephone Nos.: (02) 8293-4507, 8277-4648, 8291-0873, 8277-3439
Email Address: sdovalenzuela@deped.gov.ph
Official Website: <https://www.depedvalenzuela.com>



ANNEX 'A'
GUIDELINES ON THE CREATION OF SCHOOL WEBSITE

1. Establishment of Official School Website

The school shall develop and maintain an official website that will serve as the primary digital platform for information dissemination, stakeholder engagement, and service access. The website shall contain updated and relevant information including, but not limited to:

1. School profile, logo, and history
2. Organizational structure
3. School Improvement Plan (SIP) highlights
4. Annual Implementation Plan (AIP) summaries
5. School programs, projects, and activities
6. Announcements and advisories
7. Learning Resources
8. Contact information and feedback mechanisms

The website shall be regularly updated to ensure accuracy and reliability of information.

2. Improvement of Online Services

To enhance service delivery and accessibility, the school shall implement or improve the following online services:

1. Online enrollment and pre-registration system
2. Digital request forms (e.g., certification, documents, inquiries)
3. Online appointment scheduling (if applicable)
4. Complaint and feedback submission mechanism
5. Downloadable forms and templates

All online services must comply with data privacy standards pursuant to the Data Privacy Act of 2012 and DepEd data governance policies.

3. Compliance with Transparency Seal Requirements

In compliance with national government transparency initiatives, the school shall prominently display its Transparency Seal on the official website. The following documents shall be made accessible to the public:p

1. School budget and financial reports
2. Procurement plans and status of implementation
3. Annual procurement plan (APP)
4. School Governing Council information
5. Citizen's Charter please refer to this link: <https://www.deped.gov.ph/wp-content/uploads/DepEd-Citizens-Charter-2025.pdf>
6. List of school officials and contact details

The Transparency Seal shall be visible on the homepage and updated regularly in accordance with applicable guidelines.

4. Creation of a Website and Digital Services Committee

A Website and Digital Services Committee shall be designated to oversee:

- Website development and maintenance
- Content management and updates
- Compliance monitoring
- Coordination with the Schools Division ICT Unit (if necessary)

The committee shall submit periodic progress reports to the School Head



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